

## Attachment 2 - Average Annual Development Application Volumes by Type

Costing Categories	Application Volumes <sup>1</sup>		
	2016 Review	2021 Review	2024 Review
Official Plan Amendment & Combined Official Plan Amendment/Zoning By-law Amendment	33	40	50
Section 37 Agreements	66	73	n/a
Zoning By-law Amendment	100	91	84
Removal of H	5	5	7
Plan of Subdivision	15	13	12
Site Plan Control	271	211	182
Site Plan Amendment	26	12	12
Plan of Condominium	84	73	67
Condominium Amendment	5	2	2
Part Lot Control	13	13	13
Rental Housing Conversion & Demolition	n/a	n/a	32
<b>Subtotal</b>	<b>618</b>	<b>532</b>	<b>460</b>
Minor Variance	3,024	3,414	3,260
Consent	339	336	311
<b>Subtotal</b>	<b>3,363</b>	<b>3,750</b>	<b>3,571</b>
<b>TOTAL</b>	<b>3,981</b>	<b>4,282</b>	<b>4,032</b>

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<sup>1</sup> The 2016 Review is based on application volumes from 2012-2014.  
The 2021 Review is based on application volumes from 2017-2020.  
The 2024 Review is based on application volumes from 2017-2020 & 2023.  
All numbers are rounded.

### Attachment 3 - Development Application Fee Structure Recommendations

Application Type	Fee Structure	Recommended Fee (2024\$)*	Recommended Fee (2025 COLA applied)*
<b>Pre-Application Consultation (OPA, OPA/ZBA, ZBA, SUB, Site Plan only)</b>	Non-refundable deposit against future application fee	\$3,000	\$3,000**
<b>Official Plan Amendment</b>	Base Fee	\$213,372	\$221,906.88
<b>Combined Official Plan Amendment/ Zoning By-law Amendment</b>	Base Fee	\$69,947	\$72,744.88
	Additional Fee (cost per m <sup>2</sup> )	\$5.71	\$5.94
	Maximum Charge	\$800,000	\$832,000.00
<b>Zoning By-law Amendment</b>	Base Fee	\$58,415	\$60,751.60
	Additional Fee (cost per m <sup>2</sup> )	\$5.71	\$5.94
	Maximum Charge	\$715,000	\$743,600.00
<b>Removal of H</b>	Base Fee	\$179,637	\$186,822.48
<b>Plan of Subdivision</b>	Base Fee	\$265,546	\$276,167.84
<b>Site Plan Control</b>	Base Fee	\$40,000	\$41,600.00
	Additional Fee (cost per m <sup>2</sup> )	\$4.92	\$5.12
	Maximum Charge	\$570,000	\$592,800.00

Application Type	Fee Structure	Recommended Fee (2024\$)*	Recommended Fee (2025 COLA applied)*
	Amendment	\$48,182	\$50,109.28
	Amendment (Administrative)	\$6,000	\$6,240
Plan of Condominium	Routine Types (with recent Site Plan):		
	Standard Common Elements	\$11,576 \$11,576	\$12,039.04 \$12,039.04
	Technical Review Types:		
	Standard (no recent Site Plan)	\$27,817	\$28,929.68
	Common Elements (no recent Site Plan)	\$27,817	\$28,929.68
	Vacant Land	\$27,817	\$28,929.68
	Phased	\$27,817	\$28,929.68
	Leasehold Conversion	\$27,817 \$27,817	\$28,929.68 \$28,929.68
	Amendment	\$9,179	\$9,546.16
	Exemption	\$6,000	\$6,240.00
Telecommunication Tower	Base Fee	\$5,994	\$6,233.76
Part Lot Control	Base Fee	\$20,300	\$21,112.00
	Variable Fee for each Proposed Lot	\$1,323	\$1,375.92
Rental Housing Conversion & Demolition	Base fee to review rental housing demolition and conversion	\$5,713	\$5,941.52
	Fee per unit	\$229	\$238.16

Application Type	Fee Structure	Recommended Fee (2024\$)*	Recommended Fee (2025 COLA applied)*
	Base fee for rental housing demolition and conversion - delegated approval	\$1,143	\$1,188.72
	Fee per unit	\$57	\$59.28
	Condominium base fee for rental housing demolition and conversion	\$3,428	\$3,565.12
	Fee per unit	\$57	\$59.28
	Condominium base fee for rental housing demolition and conversion - delegated approval	\$1,143	\$1,188.72
	Fee per unit	\$57	\$59.28
	Base fee for conversion to freehold	\$3,428	\$3,565.12
	Fee per unit	\$57	\$59.28
	Base fee for conversion to freehold - delegated approval	\$1,143	\$1,188.72
	Fee per unit	\$57	\$59.28
	Base fee for review application of conversion to co-ownership or life lease	\$13,712	\$14,260.48
	Fee per unit	\$57	\$59.28
	Base fee for review application of conversion to co-ownership or life lease - delegated approval	\$1,143	\$1,188.72
	Fee per unit	\$57	\$59.28
	Base fee for review application of rental housing demolition & conversion	\$3,428	\$3,565.12

Application Type	Fee Structure	Recommended Fee (2024\$)*	Recommended Fee (2025 COLA applied)*
	Fee per unit - other consents	\$57	\$59.28
	Base fee for review application of rental housing demolition & conversion - delegated approval	\$1,143	\$1,188.72
	Fee per unit - other consents - delegated approval	\$57	\$59.28

\*In accordance with the City's User Fee Policy, Cost of Living Adjustments (COLA) are applied to fees on January 1<sup>st</sup> of each year. Fees in the "Recommended Fee (2024\$)" column represent 2024 cost of processing. Fees in the "Recommended Fee (2025 COLA applied)" column reflect the 4 percent COLA for 2025. Attachment 1 to this report reflects fees, including 2025 COLA, as they will be implemented on July 1, 2025 should Council adopt the recommended fee schedule.

\*\*As a deposit against a future application fee, staff do not recommend applying 2025 COLA to pre-application consultation fees. Instead, application fees for application types where pre-application consultation is offered will be adjusted.

## Attachment 4 – Approved Committee of Adjustment Fees

Application Type	Fee Structure	Fee on April 1, 2024	Fee on January 1, 2025*
<b>Minor Variance</b>	Additions and alterations to existing dwellings with 3 units or less	\$2,044.69	\$2,126.48
	Additions and alterations to existing dwellings with 3 units or less – With OTC (Order to Comply)	\$4,089.38	\$4,252.96
	Residential dwellings with 3 units or less	\$4,596.78	\$4,780.65
	Residential dwellings with 3 units or less – With OTC (Order to Comply)	\$9,193.56	\$9,561.30
	All other residential, commercial, industrial or institutional uses	\$5,949.38	\$6,187.36
	All other residential, commercial, industrial or institutional uses – With OTC (Order to Comply)	\$11,898.76	\$12,374.71
<b>Consent</b>	Base fee for severing one lot into two, or establishing a new easement	\$7,412.57	\$7,709.07
	Fee for each additional lot created	\$6,019.00	\$6,259.76
	Validation of Title, Technical Severance, Leases, Mortgage Discharge, Lot Additions	\$2,087.75	\$2,171.26
	Fee to sever multiple lot additions for the creation of one or more new lots (per existing lot)	\$3,706.29	\$3,854.54

\* In accordance with the City's User Fee Policy Cost of Living Adjustments (COLA) are applied to fees on January 1<sup>st</sup> of each year.

## Attachment 5 - Cost Recovery by Development Application Type

Costing Categories	Average Annual Volume	2024 Cost Recovery Summary (2024\$)					
		Average per Application			Annual Total		
		Revenue <sup>1,2</sup>	2024 Review Costs	Surplus/ (Deficit)	Revenue <sup>2</sup>	2024 Review Costs	Surplus/ (Deficit)
Official Plan Amendment*	7	130,144	216,372	(86,228)	937,075	1,557,943	(620,868)
Combined Official Plan Amendment/Zoning By-law Amendment*	43	335,531	302,588	32,942	14,360,723	12,950,798	1,409,925
Zoning By-law Amendment*	84	278,631	225,577	53,054	23,405,031	18,948,479	4,456,553
Removal of H	7	47,018	179,637	(132,619)	319,720	1,221,532	(901,813)
Plan of Subdivision*	12	98,255	268,546	(170,290)	1,179,065	3,222,546	(2,043,482)
Site Plan Control*	182	108,948	213,984	(105,037)	19,784,927	38,859,569	(19,074,641)
Site Plan Amendment	12	33,790	48,182	(14,392)	398,720	568,548	(169,829)
Plan of Condominium	67	18,119	24,058	(5,939)	1,214,005	1,611,911	(397,906)
Condominium Amendment	2	6,736	9,179	(2,444)	12,124	16,523	(4,399)
Part Lot Control	13	46,644	54,995	(8,351)	618,031	728,681	(110,651)
Rental Housing Conversion & Demolition	32	17,865	12,464	5,401	571,676	398,841	172,836
<b>TOTAL</b>	<b>460</b>				<b>62,801,096</b>	<b>80,085,371</b>	<b>(17,284,275)</b>

Committee of Adjustment Costing Categories	Average Annual Volume	2024 Cost Recovery Summary (2024\$)					
		Average per Application			Annual Total		
		Revenue <sup>1,2</sup>	2024 Review Costs	Surplus/ (Deficit)	Revenue <sup>2</sup>	2024 Review Costs	Surplus/ (Deficit)
Minor Variance	3,260	3,851	7,320	(3,468)	12,555,181	23,861,961	(11,306,780)
Consent	311	6,330	11,630	(5,300)	1,971,620	3,622,237	(1,650,617)
<b>TOTAL</b>	<b>3,571</b>	<b>10,181</b>	<b>18,950</b>	<b>(8,768)</b>	<b>14,526,801</b>	<b>27,282,198</b>	<b>(12,957,397)</b>

1. Based on 2017-2020 & 2023 average application characteristics.

2. Based on the current fee schedule (in 2024 dollars).

\* Includes the cost of pre-application consultation (PAC).

## Attachment 6 – Comparison of Current and Recommended Site Plan Control Application Fees

Fee Structure	Fee on January 1, 2025	2024 Fee Review: Full Cost Recovery*	2024 Fee Review: 25% Cost Recovery (Recommended)**
<b>Site Plan Control Application</b>			
Base Fee	\$26,098.95	\$53,188	\$40,000
Additional Fee per m <sup>2</sup> Residential Use	Additional Fee over 500 m <sup>2</sup> : 500-700 m <sup>2</sup> : \$13.90 700-1,400 m <sup>2</sup> : \$10.74 1,400-4,400 m <sup>2</sup> : \$6.98 Over 4,400 m <sup>2</sup> : \$3.46	\$6.48	
Additional Fee per m <sup>2</sup> Non-Residential Use	Additional Fee over 500 m <sup>2</sup> : \$6.54	\$14.30	
Additional Fee per m <sup>2</sup> Mixed Use (secondary use)	Additional Fee over 500 m <sup>2</sup> : \$4.47		
Uniform Additional Fee per m <sup>2</sup>			\$4.92
Maximum Charge: Residential Use		\$700,000	
Maximum Charge: Non-Residential Use		\$900,000	
Maximum Charge: Mixed Use		\$700,000	
Uniform Maximum Charge			\$570,000

\* The 2024 Fee Review restructures additional fee/m<sup>2</sup> multipliers to simplify and streamline the fee schedule. The full cost recovery option differentiates between residential and non-residential gross floor area (GFA). The full cost recovery option also includes maximum charges, differentiating for residential, non-residential and mixed use GFA.

\*\* The 25% cost recovery option further simplifies and streamlines the fee schedule. This option includes a uniform additional fee applicable to all types of GFA and a uniform maximum charge.



## **Attachment 7 - Direct, Indirect and Capital Costs**

### **Direct Costs:**

- Salaries (wages and benefits, including overtime)
- Materials and supplies, e.g. maintenance items, office supplies, utilities etc.
- Equipment, e.g. furniture, machinery, replacement parts, etc.
- Services and rents, e.g. insurance, contracted services, rental charges, etc.
- Interdivisional charges (e.g. expenses for use or consumption of goods or services provided by centralized support divisions)
- Other expenditures, e.g. bank service charges, interest charges etc.

### **Indirect costs:**

1. Program Support Costs
  - a. Internal Program Support includes direct support business units contained within divisions or within a Service Area (e.g., Policy, Payroll, Finance & Administration) that provide services to that division.
  - b. External Program Support includes support at the Corporate level such as Purchasing & Materials Management, Pension, Payroll & Employee Benefits, Technology Services, People & Equity, etc.
2. Corporate Managed Items. This is a component of the development fee model that includes:
  - a. Program Related Expenditures Funded by Reserve Funds such as: Retiree benefits, WSIB, sick leave benefits, Long Term Disability benefits, and insurance expenditures;
  - b. Operating Expenditures Recorded in Capital Budget include program expenditures budgeted and recorded in capital funding's General Ledger which do not meet the Public Sector Accounting Board Tangible Capital Assets requirements. They are considered operating, and re-classed to operating costs.

### **Capital Costs:**

Capital costs in the form of amortization costs of capital assets were updated with data from Corporate Accounting for City Planning Division and former C2K Program facilities and facilities occupied by other business units involved in processing development applications.

## Attachment 8 - Fee Impact and Municipal Comparisons

The following Tables provide the current and proposed fees in comparison to other municipalities in Ontario using samples of development application types rather than a comparison of fee schedules. Direct comparison is not possible as each municipality structures fee components differently. Fee comparisons are represented on a per unit basis. The impact of the cost recovery fee structure for the sample development applications indicates that the City of Toronto's fees would be similar to those in other Ontario municipalities if Building Permit and Development Charges are also considered. When considering Development Application fees alone, the City ranks on the high end of the range. This analysis indicates that Development Application fees typically account for approximately 0.7-4.4% of municipal fees and charges.

Note that the City's urban development context is not comparable to other GTA municipalities, many of which continue to grow through greenfield development. Some development application types, including Zoning By-law Amendments and Site Plan Control applications require more effort to process in complex infill development environments.

**Table 1 – Mixed Use Official Plan Amendment, Rezoning and Site Plan - 110,000 m<sup>2</sup> with 1,050 Residential Units (\$/Residential Unit)**

Comprehensive Benchmarking									Application Fees Only	
Rank	Municipality	Application Fees (\$)			Building Permit (\$)	Development Charges (\$)	Total (\$)	Development Application Fees - % of Total	Rank	Total (\$)
		OPA	ZBA	Site Plan						
1	Vaughan	70	94	213	1,996	107,587	109,960	0.3%	8	377
2	Markham	105	57	544	1,997	95,996	98,700	0.7%	4	706
3	Richmond Hill	89	59	90	2,614	82,295	85,147	0.3%	11	238
4	Mississauga	49	130	151	2,082	76,598	79,009	0.4%	9	330
5	Brampton	36	443	235	1,970	72,479	75,163	0.9%	3	714
6	Toronto (Recommended)	56	609	543	1,871	70,776	73,854	1.6%	1	1,207
7	Toronto (Current)	35	522	398	1,871	70,776	73,601	1.3%	2	955
8	Whitby	41	28	133	2,247	65,778	68,228	0.3%	12	203
9	Pickering	120	204	190	1,737	64,909	67,160	0.8%	6	514
10	Oakville	51	96	265	2,440	57,860	60,712	0.7%	7	412
11	Burlington	97	272	260	3,030	43,352	47,011	1.3%	5	629
12	Hamilton	42	82	147	1,881	42,223	44,377	0.6%	10	272
13	Ottawa	32	27	61	1,308	28,770	30,197	0.4%	13	119

**Table 2 – Mixed Use Rezoning and Site Plan - 24,500 m<sup>2</sup> with 230 Residential Units (\$/Residential Unit)**

Comprehensive Benchmarking								Application Fees Only	
Rank	Municipality	Application Fees (\$)		Building Permit (\$)	Development Charges (\$)	Total (\$)	Development Application Fees - % of Total	Rank	Total (\$)
		ZBA	Site Plan						
1	Vaughan	279	463	2,030	107,605	110,377	0.7%	8	742
2	Markham	262	826	2,662	96,027	99,777	1.1%	5	1,088
3	Richmond Hill	282	299	2,658	82,311	85,550	0.7%	11	581
4	Mississauga	1,109	438	2,116	76,606	80,269	1.9%	3	1,547
5	Brampton	653	618	2,003	72,487	75,761	1.7%	4	1,271
6	Toronto (Current)	1,098	541	1,902	70,789	74,329	2.2%	2	1,639
7	Toronto (Recommended)	862	698	1,902	70,789	74,251	2.1%	1	1,560
8	Whitby	129	358	2,285	65,791	68,564	0.7%	12	488
9	Pickering	332	536	1,766	64,918	67,552	1.3%	6	868
10	Oakville	233	492	2,481	57,873	61,080	1.2%	9	725
11	Burlington	412	349	2,674	43,365	46,800	1.6%	7	761
12	Hamilton	299	302	1,913	42,230	44,743	1.3%	10	600
13	Ottawa	122	278	1,330	28,776	30,507	1.3%	13	401

**Table 3 – Condominium and Site Plan - 28,200 m<sup>2</sup> with 300 Residential Units (\$/Residential Unit)**

Comprehensive Benchmarking							
Rank	Municipality	Application Fees (\$)		Building Permit (\$)	Development Charges (\$)	Total (\$)	Development Application Fees - % of Total
		Plan of Condo	Site Plan				
1	Vaughan	161	269	1,794	106,537	108,761	0.4%
2	Markham	194	775	2,408	94,863	98,240	1.0%
3	Richmond Hill	257	193	2,313	81,353	84,116	0.5%
4	Mississauga	102	229	1,873	76,116	78,321	0.4%
5	Brampton	541	533	1,774	72,013	74,860	1.4%
6	Toronto (Recommended)	39	596	1,665	69,976	72,276	0.9%
7	Toronto (Current)	67	448	1,665	69,976	72,156	0.7%
8	Whitby	61	262	1,968	65,011	67,303	0.5%
9	Pickering	59	400	1,523	64,353	66,334	0.7%
10	Oakville	111	323	2,186	57,044	59,663	0.7%
11	Burlington	222	297	2,302	42,557	45,378	1.1%
12	Hamilton	161	149	1,672	41,833	43,815	0.7%
13	Ottawa	90	213	1,174	28,384	29,860	1.0%

Application Fees Only	
Rank	Total (\$)
9	430
2	969
7	450
10	331
1	1,073
3	634
5	515
11	323
6	459
8	434
4	519
12	310
13	303

**Table 4 – Subdivision and Rezoning - 16,723 m<sup>2</sup> with 100 Residential Units (\$/Residential Unit)**

Comprehensive Benchmarking							
Rank	Municipality	Application Fees (\$)		Building Permit (\$)	Development Charges (\$)	Total (\$)	Development Application Fees - % of Total
		Plan of Sub	ZBA				
1	Vaughan	1,182	536	6,952	192,505	201,175	0.9%
2	Markham	3,155	602	7,734	172,706	184,197	2.0%
3	Richmond Hill	1,113	596	4,356	144,936	151,002	1.1%
4	Toronto (Current)	4,074	1,444	2,922	141,139	149,578	3.7%
5	Toronto (Recommended)	2,655	1,539	2,922	141,139	148,255	2.8%
6	Whitby	1,427	298	3,502	141,684	146,911	1.2%
7	Mississauga	950	1,528	3,084	136,035	141,597	1.8%
8	Brampton	364	1,822	2,212	133,622	138,020	1.6%
9	Pickering	1,718	489	5,418	129,898	137,522	1.6%
10	Oakville	1,070	424	2,977	117,770	122,241	1.2%
11	Burlington	449	642	7,774	83,558	92,423	1.2%
12	Hamilton	963	516	2,975	80,800	85,254	1.7%
13	Ottawa	1,001	281	1,962	59,482	62,726	2.0%

Application Fees Only	
Rank	Total (\$)
8	1,718
3	3,757
9	1,710
1	5,518
2	4,194
7	1,725
4	2,478
6	2,186
5	2,206
10	1,495
13	1,091
11	1,479
12	1,282

**Table 5 – Industrial Rezoning and Site Plan - 10,000 m<sup>2</sup> (\$/100 m<sup>2</sup>)**

Comprehensive Benchmarking							
Rank	Municipality	Application Fees (\$)		Building Permit (\$)	Development Charges (\$)	Total (\$)	Development Application Fees - % of Total
		ZBA	Site Plan				
1	Toronto (Recommended)	1,155	892	1,527	7,632	11,206	18.3%
2	Toronto (Current)	1,191	849	1,527	7,632	11,198	18.2%
3	Markham	602	494	1,583	5,991	8,670	12.6%
4	Vaughan	189	1,081	1,324	5,774	8,368	15.2%
5	Richmond Hill	491	578	1,996	4,397	7,462	14.3%
6	Hamilton	656	591	1,365	3,730	6,342	19.7%
7	Oakville	380	1,243	1,410	3,266	6,299	25.8%
8	Mississauga	463	582	1,444	3,656	6,146	17.0%
9	Whitby	298	724	1,630	2,950	5,602	18.2%
10	Burlington	287	368	1,409	3,065	5,128	12.8%
11	Brampton	337	484	1,197	3,030	5,049	16.3%
12	Pickering	188	561	1,200	3,011	4,960	15.1%
13	Ottawa	281	640	969	1,674	3,564	25.8%

Application Fees Only	
Rank	Total (\$)
1	2,047
2	2,040
6	1,096
4	1,269
7	1,069
5	1,247
3	1,623
8	1,045
9	1,022
13	654
11	822
12	749
10	921

**Table 6 – Residential Use Rezoning and Site Plan - 14,000 m<sup>2</sup> with 150 Residential Units (\$/Residential Unit)**

Comprehensive Benchmarking								Application Fees Only	
Rank	Municipality	Application Fees (\$)		Building Permit (\$)	Development Charges (\$)	Total (\$)	Development Application Fees - % of Total	Rank	Total (\$)
		ZBA	Site Plan						
1	Vaughan	385	422	1,782	106,537	109,125	0.7%	9	807
2	Markham	401	879	2,391	94,858	98,529	1.3%	5	1,280
3	Richmond Hill	398	385	2,297	81,353	84,433	0.9%	10	783
4	Mississauga	1,171	387	1,860	76,116	79,534	2.0%	3	1,558
5	Brampton	762	661	1,761	72,013	75,198	1.9%	4	1,424
6	Toronto (Current)	1,129	581	1,654	69,976	73,339	2.3%	1	1,710
6	Toronto (Recommended)	922	726	1,654	69,976	73,278	2.2%	2	1,648
8	Whitby	199	391	1,954	65,011	67,554	0.9%	13	589
9	Pickering	406	641	1,512	64,353	66,911	1.6%	6	1,046
10	Oakville	309	513	2,170	57,044	60,036	1.4%	8	822
11	Burlington	504	384	2,286	42,557	45,731	1.9%	7	889
12	Hamilton	344	299	1,660	41,833	44,136	1.5%	11	643
13	Ottawa	188	427	1,165	28,384	30,163	2.0%	12	614

**Table 7 – Residential Use Site Plan - 15,000 m<sup>2</sup> with 160 Residential Units (\$/Residential Unit)**

Comprehensive Benchmarking							Application Fees Only	
Rank	Municipality	Application Fees (\$)	Building Permit (\$)	Development Charges (\$)	Total (\$)	Development Application Fees - % of Total	Rank	Total (\$)
		Site Plan						
1	Vaughan	405	1,790	106,537	108,731	0.4%	8	405
2	Markham	866	2,402	94,861	98,128	0.9%	2	866
3	Richmond Hill	361	2,307	81,353	84,021	0.4%	12	361
4	Mississauga	367	1,868	76,116	78,352	0.5%	11	367
5	Brampton	648	1,769	72,013	74,430	0.9%	3	648
6	Toronto (Recommended)	711	1,661	69,976	72,348	1.0%	2	711
7	Toronto (Current)	565	1,661	69,976	72,202	0.8%	5	565
8	Whitby	375	1,963	65,011	67,349	0.6%	9	375
9	Pickering	623	1,519	64,353	66,494	0.9%	4	623
10	Oakville	492	2,180	57,044	59,716	0.8%	6	492
11	Burlington	373	2,296	42,557	45,226	0.8%	10	373
12	Hamilton	280	1,668	41,833	43,781	0.6%	13	280
13	Ottawa	444	1,171	28,384	29,998	1.5%	7	444



**Table 8 – Residential Use Site Plan - 2,000 m<sup>2</sup> with 20 Residential Units (\$/Residential Unit)**

Comprehensive Benchmarking							Application Fees Only	
Rank	Municipality	Application Fees (\$)	Building Permit (\$)	Development Charges (\$)	Total (\$)	Development Application Fees - % of Total	Rank	Total (\$)
		Site Plan						
1	Vaughan	1,800	1,909	106,537	110,246	1.6%	7	1,800
2	Markham	2,228	2,562	94,906	99,696	2.2%	4	2,228
3	Richmond Hill	1,520	2,461	81,353	85,334	1.8%	8	1,520
4	Mississauga	1,410	1,993	76,116	79,519	1.8%	10	1,410
5	Brampton	1,370	1,887	72,013	75,270	1.8%	11	1,370
6	Toronto (Recommended)	2,492	1,768	69,976	74,236	3.4%	2	2,492
7	Toronto (Current)	1,951	1,768	69,976	73,695	2.6%	5	1,951
8	Whitby	1,422	2,094	65,011	68,527	2.1%	9	1,422
9	Pickering	1,880	1,620	64,353	67,853	2.8%	6	1,880
10	Oakville	2,260	2,325	57,044	61,630	3.7%	3	2,260
11	Burlington	1,053	2,449	42,557	46,059	2.3%	13	1,053
12	Hamilton	1,297	1,779	41,833	44,909	2.9%	12	1,297
13	Ottawa	3,555	1,249	28,384	33,187	10.7%	1	3,555

**Table 9 – Committee of Adjustment**

Municipality <sup>1</sup>	Consent (\$)	Minor Variance (\$)		
		Minor Residential	Residential	Industrial/ Commercial
Pickering	5,850	1,110	2,520	3,070
Whitby	5,312	999	999	2,829
Oakville	10,268	2,025	4,050	4,050
Burlington	12,520	1,080	6,470	7,580
Brampton	6,090	720	720	2,920
Mississauga	4,287	749	1,283	1,631
Markham	15,378	2,828	6,663	6,663
Richmond Hill	7,422	4,693	4,693	4,693
Vaughan	5,679	2,255	6,253	6,253
Hamilton	3,360	705	3,900	3,900
Ottawa	2,412	2,412	2,412	2,412
Toronto (Current)	7,709	2,126	4,781	6,187

1. Municipalities within Regions of Durham, Halton, York and Peel include Regional fee for Consent.

## Attachment 9 – Pre-Application Consultation Fee Comparisons

As a result of Bill 109: *More Homes for Everyone Act*, many GTA municipalities expanded pre-application consultation (PAC) processes. Some municipalities have updated PAC processes and fees since Bill 185: *Cutting Red Tape to Build More Homes Act*, came into force in June 2024. All municipalities included in the table below continue to provide a formal pre-application consultation process on a voluntary basis, for a fee.\*

Municipality	PAC Process Description	Fee/ Deposit
Brampton	General	\$5,155
Burlington	General	\$2,165
Hamilton	Formal Consultation – OPA, ZBA, SUB, CD (no Development Review Team meeting)	\$7,945
	Formal Consultation – OPA, ZBA, SUB, CD (Development Review Team meeting)	\$9,230
	Formal Consultation – Site Plan	\$12,215
Markham	General	\$963
Mississauga	General	\$5,491
Oakville	General	\$1,234
	Pre-Submission Review	\$27,078
Ottawa	General	\$906
Pickering	Simple	\$350
	Complex	\$3,500
Richmond Hill	General	\$1,051
	Pre-Submission – Phase 2 Minor (Minor ZBA, SUB (under 11 lots))	\$5,253
	Pre-Submission – Phase 2 Major (OPA, Major ZBA, SUB (11+ lots), CD, Site Plan)	\$8,930
Vaughan	General	\$5,894
Whitby	General	\$638
<b>Toronto (Current)</b>	<b>General (OPA, ZBA, SUB, Site Plan)</b>	<b>\$700</b>
<b>Toronto (Recommended)</b>	<b>General (OPA, ZBA, SUB, Site Plan)</b>	<b>\$3,000</b>

\*Fees are subject to change.

## Attachment 10 – Application Fee Policy

The *Planning Act* enables municipalities to impose fees by by-law for the purposes of processing applications under the *Act*. Under the legislation, the City is only permitted to cost-recover for activities related to processing development applications.

The City's [User Fee Policy](#) provides a framework to ensure a consistent approach to establishing user fees across City programs. The User Fee Policy requires periodic review of user fees to reflect ongoing changes to service delivery.

The purpose of the Application Fee Policy is to provide clear guidance related to the administration of development application fees collected in accordance with the *Planning Act* and the City's User Fee Policy. The Application Fee Policy addresses three matters including: Application Fee Refunds, Application Resubmission Fees, and Application Fee Exemptions or Waivers. This Policy does not apply to Committee of Adjustment application fees, which are addressed in a separate policy.

### 1. Application Fee Refunds

Application Fee Refunds are only applicable to applications with no outstanding appeal under Section 69(3) of the *Planning Act* in relation to planning application fees. Any refunds will be subject to a waiting period should the 30-day appeal period under Section 69 of the *Planning Act* have not elapsed.

#### 1.1. Withdrawn Applications

An applicant may withdraw an application at any time via written request to the Director, Community Planning, Development Review Division, of the appropriate district. Requests for refunds for withdrawn applications must also be made in writing to the Director, Community Planning. Refunds may be granted by the Director, Community Planning, as described in Table 1 below.

Table 1 – Application Fee Refunds

Application Type	Timing of Request	Refund
Pre-Application Consultation  <i>This fee is structured as a deposit against a future development application fee and is non-transferrable.</i>	Withdrawal prior to Circulation	85% of total fee deposit
	Withdrawal after Circulation	No refund
<ul style="list-style-type: none"><li>Official Plan Amendment</li><li>Zoning By-law Amendment (including Removal of a Holding By-law)</li></ul>	Withdrawal prior to Notice of Complete Application or Letter of Incomplete Application	85% of total fee

<ul style="list-style-type: none"> <li>• Combined Official Plan Amendment/Zoning By-law Amendment</li> <li>• Draft Plan of Subdivision</li> <li>• Site Plan Control</li> <li>• Draft Plan of Condominium – Routine</li> <li>• Draft Plan of Condominium – Technical Review</li> <li>• Part Lot Control Exemption</li> <li>• Rental Housing Demolition and Conversion</li> <li>• Telecommunications Tower</li> </ul>	Withdrawal after Notice of Complete Application or Letter of Incomplete Application	No refund
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## 2. Application Resubmission Fees

An application resubmission fee may be applied through the application resubmission intake process to resubmissions that are substantially in accordance with an initial application submission that has been deemed complete, should an application meet the criteria described in Table 2 below. Application resubmission fees apply to application types with fee structures that include a Base Fee and Gross Floor Area (GFA) multipliers.

Table 2 – Application Resubmission Fees

Application Type	Criteria	Fee
<ul style="list-style-type: none"> <li>• Combined Official Plan Amendment/Zoning By-law Amendment</li> <li>• Zoning By-law Amendment</li> <li>• Site Plan Control</li> </ul>	First Resubmission	No fee
	All Subsequent Resubmissions	If a subsequent resubmission represents an increase in Gross Floor Area (GFA) over the first resubmission, additional fee(s) will be applied to additional GFA at the cost/m <sup>2</sup> rates identified for each application type in the in-force fee schedule, at the discretion of the Director, Community Planning in the appropriate district.

### 3. Application Fee Exemptions or Waivers

Application fees may be partially or fully exempt or waived should an application meet the criteria described in Table 3 below.

Table 3 – Application Fee Exemptions or Waivers

<b>Application Type</b>	<b>Criteria</b>	<b>Fee</b>
City-initiated Development Application (all types)	City-initiated development application	<p>Fees will be applied for each application type as identified in the in-force fee schedule and paid via Interdepartmental Charge Form.</p> <p>Exemptions or Waivers of fees for development under 5,000 m<sup>2</sup> is at the discretion of the Director, Community Planning in the appropriate district.</p>
Rental Housing Supply Program or Home Ownership Assistance Program Pre-Application Consultation	Pre-Application Consultation request for an application that qualifies for the Rental Housing Supply Program or Home Ownership Assistance Program	<p>No fee</p> <p><i>Refunds cannot be retroactively applied to previous PACs for applications related to the same development proposal as the application that qualifies for the Rental Housing Supply Program.</i></p>
Rental Housing Supply Program or Home Ownership Assistance Program Development Application (all eligible types)	Applications that qualify for the Rental Housing Supply Program or the Home Ownership Assistance Program (including previous Open Door Program applications)	<p>All or a portion of development application fees may be waived for affordable housing GFA, as directed by City Council through a Fee Exemption Letter administered by the Housing Secretariat.</p> <p><i>Refunds cannot be retroactively applied to previous applications related to the same development proposal as the application that qualifies for the Rental Housing Supply Program.</i></p>